

**UNAPPROVED**  
**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS**  
**TELEPHONIC CONFERENCE**  
**MEETING MINUTES**

The Virginia Board of Funeral Directors and Embalmers convened a telephone conference for consideration of a Consent Order on Friday, June 11, 2010 at 3:00 p.m.

**MEMBERS PRESENT VIA TELEPHONE:**

Randy Minter, FSP, President  
Bob Burger, FSP, Secretary-Treasurer  
Skip Tharp, FSP

Blair Nelsen, FSP  
Billie Hughes, FSP

**MEMBERS ABSENT:**

Walter Ball, Citizen Member  
Rev. Yvonne Bibbs, Citizen Member

**DHP STAFF PRESENT:**

Lisa R. Hahn, Executive Director  
Kathy Truesdale, Discipline Operations Manager  
Peter Opper, Adjudication Specialist, Administrative Proceedings Division

**MEMBERS FROM THE ATTORNEY GENERAL'S OFFICE PRESENT:**

Frank Pedrotty, Senior Assistant Attorney General, OAG  
Corie Tillman-Wolf, Assistant Attorney General, OAG  
Amy Marschean, Senior Assistant Attorney General, Board Counsel

**MATTER SCHEDULED**

**Respondent: National Funeral Home**

**License No: 0501-000691**

**Case Number: 123730**

**INTRODUCTION**

Ms. Hahn opened the meeting and introduced the subject for consideration in today's telephone conference.

**CALLED TO ORDER**

Mr. Minter called the meeting to order at 3:07 p.m.

## **ROLL CALL**

A roll call was taken with five (5) members of the Board participating, a quorum was established. Mr. Minter noted for the record that due to the urgency of this matter and the inability for all Board members to assemble in person, it is necessary to hold this conference telephonically pursuant to 54.1-2400(13) of the Code of Virginia.

National Funeral Home was represented on the telephone conference by William F. Broaddus, Counsel for the Respondent, Thomas A. Coulter, Co-Counsel for the Respondent and Patrick M. McSweeney, Co-Counsel for the Respondent.

## **MEETING**

Mr. Pedrotty presented the negotiated Consent Order and stated that he felt the Consent Order was a fair and equitable settlement and asked for the Board to accept the Consent Order as presented.

Mr. Broaddus stated he was in agreement with Mr. Pedrotty and thanked Ms. Truesdale for inviting co-counsel and himself to participate in today's telephone conference.

## **CLOSED MEETING**

Mr. Nelsen moved that the Board of Funeral Directors and Embalmers convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the Code of Virginia, for the purpose of deliberation to reach a decision regarding the consideration of a consent order. Mr. Nelsen moved that Ms. Marschean and Ms. Truesdale attend the closed meeting because their presence in the closed meeting is deemed necessary and will aid the Board in its deliberations.

The motion was seconded and carried unanimously

## **OPEN SESSION**

Mr. Nelsen moved that the Board of Funeral Directors and Embalmers heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

The motion was seconded and carried unanimously.

## **ACTION**

Mr. Skip Tharp moved that the Consent Order offered by the Commonwealth and National Funeral Home be accepted as presented.

The motion was seconded and carried unanimously.

This decision shall become effective once the Consent Order has been signed and has been entered by the Board.

**ADJOURNMENT**

With no further business the meeting adjourned at 4:10 p.m.

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Randy Minter, FSP, President

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Lisa R. Hahn, Executive Director

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Date

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Date